

Part-Time Faculty Council

Meeting Minutes September 20, 2017

- I. Welcome – Dr. Charles Jackson called to order the Part-Time Faculty Council meeting at 3:30PM on September 20, 2017 at Clendenin Building 1009. Chuck welcomed old and new members to the official PTFC meeting. He thanked Derek Brott, Eric Sales, and their team for assisting with AV link between the Kennesaw and Marietta campus's and Michael Lee for assisting with securing a meeting room on the Marietta campus.
- II. Focus – Professional Learning, Visibility, Communication - Communicate with colleagues by 10/1 and copy PTFC officers listed on our website <http://ptfc.kennesaw.edu/representatives.php> . Send a Highlight/Kudo about yourself or a colleague to Becky Simmons by October 1, 2017. Communicate with your colleagues about Needs Assessment. Send results of needs assessment no later than October 15, 2017 to Joanne Lee at jlee102@kennesaw.edu. Yvonne and Rebecca will handle the listserv and website. Yvonne will maintain the website.
- III. Meeting Schedule and Location - was announced and is posted on PTFC website at <http://ptfc.kennesaw.edu/representatives.php>, and posted to the News and Notes.
- V. Who's Who – completed introduction of officers, telling the person two facts and one fiction about yourself. Then have the person guess which of the three is not true. Followed by letting the person know if they were correct, and then moving on to the next person you don't know. Process was repeated.
 - A. Mandy McGrew – spoke briefly about CETL and the various courses and certification programs available to PTF, free of charge.
 - B. Dr. Matson - spoke briefly; he mentioned what you teach is based on your degree is in and what you are qualified to teach from SAC's perspective. Because of increasing enrollment and limited space we are on three-day schedule. Treating everyone equably is why we have to pay the \$23.00 for parking. For further information or questions, you can speak with Eran Fowler regarding parking fees, however there are other ways of utilizing parking at lower cost.
- VI. Roles and Responsibilities – No lists were distributed; however, it was discussed for PTFC representatives to -
 - A. Communicate with colleagues by 10/1 and copy PTFC officers
 - B. Send a Highlight/Kudo about yourself or a colleague to Becky 10/1 at rsimmo24@kennesaw.edu
 - C. Conduct a Needs Assessment with your part-time colleagues
 - D. Send results of needs assessment to Joanne Lee at jlee102@kennesaw.edu by 10/15
- VII. Communication - Rebecca discussed other ways of communicating what is currently being addressed at the PTFC with your constituents, by posting announcements on information boards in the shared offices, having open dialogue with your co-workers when you are in the office together, and encourage PTF to participate and attend the monthly meetings.
- VIII. Review of Bylaws for Alignment with Charter – The Bylaws and Charter were not in alignment and have to be reviewed for clarification, edited, and or voted on for accuracy to be in alignment with the PTFC' mission and its advocacy for PTF. All concerns, questions, notes should be readily available for discussion and review at the next PTFC meeting October 25, 2017.
- IX. Announcements and Questions

Chuck also mentioned that PTFC should remind constituents of the September 29th deadline for the completion of the Annual KSU Mandatory Employee Information Security Awareness Training. Instructions were sent to all faculty on 9-15-17 from the KSU Service Desk. This does apply to ALL KSU faculty.

Tentative visit date from KSU President Olens (*think about questions or other concerns you would like President Olens to address. Submit all correspondence for consideration two-weeks prior to date of President Olens visit to Rebecca at rsimmo24@kennesaw.edu.*)

A request was put forward for Dr. Amy Buddie to speak at the PTFC meeting on October 25th. Update on KSU's Quality Enhancement Plan (QEP).

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Vice President Charles Jackson adjourned the meeting at 4:45PM.

Minutes submitted by: Rebecca Simmons

Minutes approved: October 25, 2017

Note: Meetings will be recorded for accuracy, approval by vote on 8/30/2017 by PTFC members